

**NOTICE OF MEETING OF THE
FINANCE COMMITTEE
OF THE DODGE COUNTY BOARD OF SUPERVISORS**

Tuesday August 14, 2018 at 8:00 a.m. in Room H&I - Auditorium Located on the 1st Floor of the Dodge County Administration Building, 127 E. Oak Street, Juneau, Wisconsin.

Members Present from the Finance Committee: Benter, Caine, Frohling, Guckenberger, Schaefer

Others Present: Finance Director Julie Kolp; County Administrator Jim Mielke; Finance Administrative Assistant Deb Weber; ERP Project Director Ross Winklbauer; Human Services and Health Department Fiscal Support Services Division Manager Monica Hooper; County Treasurer Patti Hilker; Clearview Bill Wiley; Clearview Director, Jane Hooper; IT Josh Kohloff; County Board Chairman Russ Kottke; Corporate Counsel, Kim Nass.

Public Comment - none

Motion by Jeff Caine, seconded by Tom Schaefer to approve the July 10 & 23, 2018 minutes as presented. Motion carried.

ERP Update (Ross Winklbauer)

- Update on the new Chart of Accounts (COA): The ERP Project Team has updated the Chart of Accounts with the suggested Tyler Munis changes. The COA has been sent back to the Tyler Munis Conversion Team to load into the training database. The Tyler Munis suggested changes include only data validation.
- System Design Validation Testing Sessions: The team is now able to test and learn how the system works with data that is relevant to Dodge County. This testing and review includes more than just data validation. The testing will confirm that the new Chart of Accounts will fulfill Dodge County's needs. After testing is completed in the Train Database and the team is assured that the system will work as needed, the team will begin updating the Tyler Munis Live Database. The Live Database is the final product that the Dodge County team will work in after implementation.
- Potential Policy & Procedure Changes/Updates: The Project Publication continues to include potential policy and procedure changes/updates for review by the Dodge County stakeholders. After the Project Team receives feedback and completes their research the policy and procedure changes/updates will be brought to the Finance Committee for review and potential approval.

Resolution authorizing the Land Resources and Parks Department Reorganization. Fiscal Note sets the budget impact in the amount of \$21,880. Consensus of the Finance Committee members to authorize the Finance Committee Chairman to sign the Fiscal Note and forward the resolution to the County Clerk

Motion by Guckenberger, seconded by Benter to authorize the use of Jail Improvement funds for the purpose of a camera and equipment and authorize the payment of vouchers. Motion carried.

NetSmart Update – (Monica Hooper)

- Update on Netsmart Financial Optimization project: Dodge County is continuing to work with the Joxel group on open issues.
 - The Joxel group was onsite July 23-25 for Train the trainer training. Overall, the training went great. New configuration and processes were trained on within the development system.
 - The group is currently working through open Netsmart cases which include self-pay and performance issues. After further discussions, Netsmart support and the Joxel group recommend that we apply the latest update to the development environment and begin testing the new update with current and future state processes. Because of the amount of testing effort involved by the group and the current open cases, Dodge County and the Joxel group agreed to postpone go-live of the future state processes until October 1st instead of August 24th.
- Update on billing: The month of June has been closed. All billing runs with the exception of CCS for July have been sent. This week the fiscal staff will be working on self-pay statements

Ms. Kolp reported that she has no new information regarding the Internal Revenue Service (IRS) penalty.

US Bank Implementation Status Update – Patti Hilker

Scheduled for Monday, August 20, 2018 for the General Check switch over.
Farmers Merchant Bank – setting up cash accounts – no fees and Hilker is going to do 3 year CD \$100,000, Transfer every day
Training has been provided, Accounts Payable and Payroll checks tested and approved
Electronic deposit and withdrawal continue thru Landmark until depts. Update providers
US Bank is providing info to ERP /Tyler Munis

Capital Improvement Plan (CIP) - Guckenberger is asking for more detail in regards to the Highway projects / equipment. It was noted the Highway Commissioner will be proposing an updated plan to the Highway Committee on August 16th.

Kolp presented the General Fund Balance/Unassigned General Fund. Mielke noted an option is a potential request for \$3 million of Fund Balance for the 2019 budget. Additional discussion will be part of the Special Finance Committee Meeting agenda.

Questions were asked regarding the proposed Sheriff Office Budget and impacts of the closing of Pod J. Additional question were asked regarding the status of the overall county budget and proposed Five Year Capital Improvement Plan and Sales Tax funded projects for 2019.

The Committee confirmed a 4:00 p.m. start time for the September 26th and 27th Mini Budget Presentations. The Committee also confirmed the Special Finance Committee – budget presentation will be held at 6:00 p.m. October 30th.

Mielke reviewed information regarding the Health Insurance Consortium.. Currently holding nine informational sessions are being held to provide an opportunity for employees to learn about Health Savings Accounts and the proposed Dean Care Plan.

Kolp reported the preliminary equalized value, Net new construction and levy limit are calculating a possible levy increase of \$362,019. New this year is the Personal Property Aid of \$353,196 however there is uncertainty regarding the impact to the levy limit worksheet.

There was no Committee discussion on the Statement of the Dodge County Treasurer, County Investment report and the County Sales and Use Tax Report.

Wiley explained the Clearview Write Offs. They remain standard/consistent (Individuals passed away – big balance on that, split different licenses and counties they are residents of, Untimely expect less – billing electronically now)

The one that is different and unique - a denied claim thru Medicare. It was for an all-inclusive stay (patient) – which means the patient needs to be in therapy but denied therapy and then it is supposed to revert to private pay Family appealed Medicare will no cover/pay Ruled in the favor of the family – Dodge County cannot appeal it. Therefore, Dodge County has to pay. Older accts will come thru for the rest of the year – working with Corp Counsel on these. Motion by Schaefer, seconded by Caine to approve the Clearview Write Offs. Motion carried

Kolp received draft of County Schedule of Expenditure of Federal and State Awards and it is still being review. The format has changed this year. Findings in the back of document – page 14. Happy to report there are no new findings this year and all findings last year commented as “no similar findings in 2017” which is good.

The Intra-Department Fund Transfer Request and Unbudgeted/Excess Revenue Appropriation Request are for Committee review only. There was no discussion: Gold Star Memorial Trail - Land Resources and Parks Department, Generator Rental - Physical Facilities Department, Cemetery Foundations - Physical Facilities Department. Motion by Caine, seconded by Benter to approve all three Intra-Departmental Fund Transfers above. Motion carried

The Committee had a brief discussion on the Dodge County Vouchers \$10,000 Supervisor Guckenberger asked about the Feil's Supper Club about the \$10,000 a month for meals program M Hooper confirmed that yes it is \$10,000/month they can only ask for suggested donations It will go up in 2019. Can't turn them away if they do not do donations. Care WI does reimburse some of the cost. Meal site Bayshore – closed; that area will have home deliveries or Watermark site and Meal site Fox Lake – closed; Randolph will do home delivery. The contract is always bid out – but no one other than Fail's Supper Club is the only establishment that bids on it. The State of Wisconsin is mandating that the meals sites are going to add and additional Fruit to the meal site program in 2019 which will increase the cost. Guckenberger requested Monica Hooper to explain in more detail the budget on the meals program.

The next Special Finance Committee meeting is scheduled for Tuesday, August 21, 2018, at 6:00 p.m., in Room 4C, located on the fourth floor of the Administration Building.

The next regular meeting is scheduled for Tuesday, September 11, 2018, at 8:00 a.m., in the Auditorium, located on the first floor of the Administration Building.

With no other business on the agenda, Chairman Frohling declared the meeting adjourned at 9:22am.

Ed Benter

A handwritten signature in cursive script that reads "Ed Benter".

Secretary